

Goa Vidyaprasarak Mandal's
GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE AND
ECONOMICS, PONDA-GOA

B.C.A. (SEMESTER - IV) REPEAT EXAMINATION, JULY 2022

TECHNICAL WRITING SKILLS

Duration: 2 Hours

Marks: 60

Instructions: 1. All questions are compulsory.

2. Figures to the right indicate marks.

Q.1.A) Fill in the blanks with the appropriate terms. [5]

1. Full form of CV is _____.
2. _____ Advertisements in newspaper are used to provide information about the lost or misplaced item to the public so that the person who finds it can return it to its owner.
3. _____ is an offer to carry out work, supply goods, or buy land, shares, or another assets at a stated fixed price.
4. You can file the RTI application to the _____.
5. _____ Letter uses casual or emotional tone.

Q.1.B) State whether the following statements are 'True' or 'False.' [5]

1. Sender email id is the one who is typing an email. It is represented as [To].
2. A report is a formal document that elaborates a topic using the facts, charts and graphs to support its arguments and findings.
3. A press release is an official statement issued to newspapers giving information on a particular matter.
4. In marketing, the term testimonial is used to describe an advertising method in which a person offers positive comments about a product or brand.
5. BCC in an email means blind carbon copy.

Q.2.A) Write short notes on the following:

- i) Appointment letter. [5]
- ii) Special report. [5]

OR

Q.2.B) You are Raj Kumar of 134 Circular Road, Mumbai. Write an application to the Manager, GM Senior Secondary School, Mumbai in response to an advertisement for the post of a Science teacher in that school. [10]

Q.3.A) Write short notes on the following:

- i) Layouts of business letters [5]
- ii) Memorandum [5]

OR

Q.3.B) Write a letter to the editor on the topic “Street light problem.” [10]

Q.4.A) Write short notes on the following:

- i) Press releases [5]
- ii) Acceptance letter [5]

OR

Q.4.B) Write an email to a hotel manager to make a reservation. [10]

Q.5.A) Write short notes on the following

- i) Academic reference [5]
- ii) You are the Principal of Delhi Public School, Delhi. Draft an advertisement for a newspaper under the column- Situation vacant inviting application for the post of Music teacher in your school. [5]

OR

Q.5.B) You are Joe/ Jenny, teaching in VM school, Kanpur. Due to some reason you are planning to quit the job. Draft a resignation letter informing your principal regarding the same. [10]

Q6. A) Write short notes on the following

- i) Explain any six kinds of report. [5]
- ii) Netiquette [5]

OR

Q6. B) Draft an RTI application inquiring about the progress of your ration card. [10]

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